

INSTRUCTIONS FOR COMPLETING PERMISSION FORM

1. Each applicant and all other required persons age 10 years or older must complete and sign a Permission to Screen for Reports of Abuse or Neglect form.
2. From choices listed, mark correct ☐ **Box** to indicate the appropriate facility/provider type. If an application has been filed, but the license/registration has not yet been issued, mark two boxes – application filed & facility type
3. List on the first blank line of this form the type of license or registration or employment position for which you have applied. (this will vary for each person) Examples are but are not limited to:

Family Day Care applicant	Adoption Applicant	Child to applicant	Teacher	Facility Director
Facility/Program Administrator	Foster Care Applicant	Site Assistant	Volunteer	Facility Driver
Secondary Child Care worker	Spouse of Applicant	Site Coordinator	Facility Cook	GFDC Operator
Other household member	Youth Care worker			
4. List your full name on the appropriate line. This would be your current legal first, middle, and last name. The listing of your date of birth must include the month, day, and year you were born.
5. List your maiden name on the appropriate line. If this section does not apply to you, write N/A (meaning not applicable) in this area.
6. List any other names you have used on the appropriate line. Examples of such names would be nicknames; any abbreviated versions of your full name (i.e. William/Bob or Edward/Ed); previously married names; a birth name; or any other names that have been used.
7. List your social security number, ✓ or X appropriate Male/Female blank, and list your race.
8. List all addresses from any place you have lived **SINCE BIRTH** on the appropriate lines. All information is important but if you are not able to remember the complete address for a previous living location, **you must always include the City and State**. Always include the **Beginning and Ending Dates** for each address location.
9. List the full name and date of birth for all of your own children (even if the children do not live with you now). Do not list the names of other people's children for whom you provide care (i.e. daycare children, foster children).
10. **SIGN your name** at the bottom of the form. If the screening is for a person under 18 years of age, this person's parent or legal guardian must sign the form. **Include** your current mailing address at the bottom of the form.
11. Complete the Agency Information by listing the agency's name as it appears on their license, agency complete mailing address and telephone number, and the agency's license number as it appears on their license. If the agency has applied for a license but has not yet received it's beginning license, mark where indicated.
12. Return your completed permission form to the appropriate agency.

If any information is found which would prohibit the issuance of a child welfare license or registration or prohibit employment with a licensed or registered child welfare agency, the individual will be notified of the screening results and be informed of their right to request a hearing on the matter. Once proper notification has been accomplished, the Department will notify the licensed or registered agency of the screening results.

Failure to list all information or complete all questions will delay the screening process.

Check box that corresponds with facility type for this request. →

- | | | |
|--|---|---|
| <input type="checkbox"/> Residential Treatment Center | <input type="checkbox"/> Adoption | <input type="checkbox"/> Family Day Care Home |
| <input type="checkbox"/> Independent Living Prep Program | <input type="checkbox"/> Day Care Center | <input type="checkbox"/> Group Family Day Care Home |
| <input type="checkbox"/> Group Care Center for Minors | <input type="checkbox"/> Relative Placement | <input type="checkbox"/> Before & After School Center |
| <input type="checkbox"/> Child Placement Agency | <input type="checkbox"/> Head Start Program | <input type="checkbox"/> License/Registration Application filed |
| <input type="checkbox"/> Foster Home | | Also mark corresponding facility type |

PERMISSION TO SCREEN FOR REPORTS OF ABUSE OR NEGLECT

In connection with my application as a(n) _____ I understand that my name must be screened for substantiated reports of abuse or neglect in South Dakota and any other states in which I have resided since birth. My signature authorizes the South Dakota Department of Social Services, and any other state, to search any information systems and any central registry for child abuse and neglect they may have, and review records, identified in the search which may provide information relating to reports and investigations of abuse or neglect. My signature authorizes the release of any information found in these searches, including but not limited to substantiated incidents not on the central registry of child abuse and neglect, to the South Dakota Department of Social Services.

Full Legal Name: _____

Date of Birth: _____ Maiden Name: _____

Other Names Used: _____

Social Security #: _____ Male: _____ Female: _____ Race: _____

List All Prior Addresses: (Since Birth)

Street Address	City	County	State	Dates
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List Full Name (first, last, birth) and Date of Birth for ALL your OWN Children:

(Do not list other people's children for whom you might provide daycare)

Name	Date of Birth	Name	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The Department of Social Services, it's staff and agents are released from any and all liability based upon information transmitted through this authorization, as long as such information is given in good faith.

Signed: _____ Date: _____

Address: _____

EMPLOYMENT WITH LICENSED/REGISTERED CHILD WELFARE AGENCY

My signature further authorizes the release of any information found in these searches, including but not limited to substantiated incidents not on the central registry of child abuse and neglect, to the agency listed below.

Agency Name & Phone Number

Agency Mailing Address

Agency License Number

☐ N/A - DSS field office / Head Start

☐ N/A – license not yet issued